

**REQUEST FOR PROPOSAL**  
**FOR**  
**THE DEVELOPMENT OF 301 – 341 DEPOT STREET**  
**MANCHESTER, VERMONT**

**ISSUED BY**  
**TOWN OF MANCHESTER**  
**40 Jeff Williams Way**  
**Manchester Center, VT 05255**

**Date of Issue**  
**December 9, 2022**

**Due Date for Proposal**  
**February 15, 2023 3:00 p.m.**

**TOWN OF MANCHESTER**  
**TOWN-WIDE REAPPRAISAL**

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## TOWN PROPERTY DEVELOPMENT

The Town of Manchester is requesting proposals from qualified developers to develop town-owned property commonly known as 301, 321, and 341 Depot Street, consisting of three (3) buildings, each approximately 6,000 square feet and 1.79 +/- acres of land. There is an existing paved parking area with 82+ parking spaces, which is in poor to fair condition. A copy of tax map 32-52-32.00 and a satellite image of the parcel are attached hereto as Appendix A.

**A developer may propose completing a residential, commercial, or multi-use development, for all or a portion of the property, although developers including residential components, and utilizing the entire property, will be given preference.**

Proposals are due by or before 3:00 P.M. on **February 15, 2023**. Paper or additional electronic copies of this request for proposal may be obtained by calling the Town at (802) 362-1313 or e-mailing to [l.perra@manchester-vt.gov](mailto:l.perra@manchester-vt.gov).

This request for proposal is intended to be explanatory, but should any discrepancy or ambiguity appear, or any misunderstanding arise as to the intent of anything contained herein, the interpretation and decision of the Selectboard for the Town of Manchester regarding such ambiguity shall be final and binding. Any corrections of errors or clarification of an ambiguity in this request for Proposal may be made by the Town of Manchester when such correction is necessary for the proper fulfillment of the Town's intention as construed by the Selectboard for the Town of Manchester.

## **INTRODUCTION**

The Town of Manchester is situated in northern Bennington County, Vermont. Manchester is 42.2 square miles in area with approximately 4,300 year-round residents. During the summer and ski seasons this population may double, as a large number of second home-owners and tourists arrive. Manchester is the home of Hildene - the Lincoln Family home, the Equinox Hotel and Resort, Southern Vermont Arts Center, Burr & Burton Academy, The Vermont Country Store corporate headquarters, and the Orvis Company, as well as a large collection of high-end Inns, restaurants, retail and outlet stores. Residential properties range from traditional small single-family residences to a substantial number of large million-dollar homes. Despite the relatively small population size, the total value of properties in Manchester is expected to be between \$1.5 and \$2 billion following completion of the town-wide reappraisal, well exceeding any nearby communities.

Manchester also has a large local economy, with sales tax collections, and especially room & meals taxes, that exceed most southern Vermont communities, even those with much larger populations.

A lack of affordable work-force housing inventory, available for such workers as police, teachers, restaurant, hotel, and retail staff, as well as town employees, is currently a significant problem in the Manchester area. The recent average sale prices for residential properties falls in the \$500,000+ range, and the inventory of available homes, for either rent or sale, is currently very small.

## **DESCRIPTION OF PROJECT**

The Town property on Depot Street consists of three two-story buildings, each roughly 6,000 square feet in size. The buildings formerly housed national outlet stores. Photos of the buildings, exterior and interior, are attached hereto as Appendix B. The buildings at 301 and 341 Depot Street each have an elevator. The building at 321 Depot does not have an elevator.

The three buildings are all in need of updates. The design of the buildings is quite attractive, but each building has a fair amount of deferred maintenance.

The building at 341 Depot is currently occupied by J Crew. The other buildings are not occupied, but all of the buildings are encumbered by a lease which expires on March 31, 2023. The Lease for 341 Depot has been extended on a month-to-month basis, with a 90-day quit requirement.

The property is located within the Town Center zoning district. The Town Center district is intended to provide an area for the most intensive commercial and mixed-use development.

Any development proposal should involve:

- A proposal for the use and development of one or more existing building(s);
- A proposal for the use of the remaining land, or for a suggestion that the Town maintain ownership and control of the remaining land for other future development;
- A proposal to purchase, enter a long-term lease, enter into a partnership with the Town, or such other approach as the developer deems advisable and appropriate.

### **Project Purpose & Objectives**

The primary objective of this request for proposals is to obtain a plan for development which includes a significant work-force housing component, or which produces financial resources, through a sale or long-term lease, sufficient to allow the Town to obtain an alternative site for a significant work-force housing development. The Town is flexible, however, and is willing to consider any reasonable proposal for development of the property if the Town receives a substantial benefit, even if the type of such development has not been specifically described in this document.

### **AVAILABLE INFORMATION**

- Tax map and parcel data
- Town zoning regulations
- Mixed Use Development Market Feasibility Study
- Manchester Housing Survey
- Manchester Housing Forum
- Local Option Tax Data

### **SUBMITTALS**

1. Submit one electronic and two (2) hard copies of the Proposal.
2. Provide a description of the general approach to be taken towards completion of the project, and the estimated timeline involved.
3. Provide the estimated cost of the proposal.

## **ADMINISTRATIVE INSTRUCTIONS**

**The proposals are due by or before February 15, 2023 at 3:00 P.M.** Proposals should be submitted electronically, clearly marked **MANCHESTER PROPERTY DEVELOPMENT** and sent to:

**MANCHESTER TOWN OFFICE**  
[lperra@manchester-vt.gov](mailto:lperra@manchester-vt.gov)

If the proposal is accepted, the work shall not be assigned or sublet without the previous written consent of the Town of Manchester.

## **QUALIFICATIONS AND EVALUATION**

The proposal should also include the following:

- a) Examples of previous developments of similar scope and size that Developer has been involved with.
- b) Professional qualifications and names of the principals of the firm
- c) The qualifications of any project manager and key staff assigned to the project

The evaluation of the proposals will be based, with no special weight given any individual criteria, on:

- a) The firm's articulated understanding of, and compliance with, the project purpose and primary objectives
- b) Qualifications of the firm, in residential and/or commercial development
- c) Experience working on projects in Vermont and/or other New England communities of similar size and character
- d) The financial and other benefits to the Town

**The Town reserves the right, in its sole and absolute discretion, to reject any and all proposals.**

## **TOWN CONTACT**

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